



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/3/18	<u>Interviewer:</u> SGS	RFA #18-74
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student employee		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male x Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/3/18	[REDACTED] t/c with SGS	
10/3/18	SGS meets with [REDACTED]	
10/4/18	SGS meets with [REDACTED]	
10/4/18	SGS t/c with Lea Aune and [REDACTED]	
10/4/18	SGS meets with [REDACTED]	
10/8/18	CM and SGS met with [REDACTED]	CM and SGS met with [REDACTED]. SGS told [REDACTED] that there may be more going on that the EO office may want to look into [REDACTED] was comfortable with that.

		SGS told [REDACTED] that [REDACTED] was placed on administrative leave (paid) and will be on admin leave until the situation is better understood. [REDACTED] expressed relief knowing that [REDACTED] was on admin leave.
10/8/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] - no answer, CM left VM on [REDACTED] desk phone asking her to call back.
10/8/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] - no answer, CM left VM at number listed on Simplicity asking [REDACTED] to call CM back. [REDACTED]
10/8/18	CM met with [REDACTED]	
10/9/18	CM met with [REDACTED]	
Sue spoke with [REDACTED] [REDACTED] don't know what date		
10/16/18	CM updated SGS	CM updated SGS on conversations with [REDACTED] and [REDACTED] SGS asked for clarification of part of CM's notes from conversation with [REDACTED] CM was unsure so she was going to contact [REDACTED] clarify
10/16/18	CM phone call to [REDACTED]	CM phone call with [REDACTED] to clarify information provided during her meeting with the EO office on 10/11/18.
10/19/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] to ask to meet in the EO office. Meeting scheduled with SGS and CM for 10:00 am on 10/22/18
10/19/18	CM phone call to [REDACTED]	CM phone call to [REDACTED] to schedule a time for [REDACTED] to come meet with CM and SGS at the EO office. No answer- CM was unable to leave a VM because the mailbox was full.
10/19/18	CM email to [REDACTED]	CM emailed to [REDACTED] to schedule a meeting on Monday the 22nd of October. [REDACTED] and CM emailed back and forth a number of times trying to settle on a time that would work for everyone. At the end of the day, 10/19/18, no time had been settled on.
10/22/18		RFA Converted to [REDACTED]